

DEFINITIONS

Official CIA Correspondence includes all recorded communications sent or received by Agency personnel in the execution of their official duties. However, for purposes of this Handbook the word "correspondence" refers only to memorandums and letters originated within the Agency.

Copies. Unless further qualified, the word "copy" as used in this Handbook refers to a carbon copy of Agency correspondence. In addition, the following terms apply:

- a. A courtesy copy is a copy of correspondence furnished certain addressees, and forwarded with the original. Headquarters addressees who have not indicated a need for courtesy copies should not be furnished them. Courtesy copies are not required for addressees outside CIA except Members of Congress and officials of other Federal agencies.
- b. An official file copy is one prepared on yellow tissue for retention in the official files. Official files are those located in specified elements of the Agency and which contain material officially documenting the operations of that element.
- c. An information copy is one sent to interested offices other than the addressee. An information copy is one prepared on white tissue and sent to other than the addressee on a need-to-know basis. The number of copies to be made will be determined by the originator of the correspondence.
- d. A chrono copy is one prepared on green tissue and maintained by date for quick reference within some offices.

3. A reference is a brief citation of material which relates to the subject matter of the correspondence. In a memorandum, a reference (or references) may be shown in a reference line, whereas in a letter references are always included in the text.
4. An enclosure is material enclosed with a letter or forwarded separately, if so indicated.
5. An attachment is material which accompanies a memorandum.
6. The command line, or the authority line, is used only in memorandums, when the individual signing the correspondence has been delegated authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title.